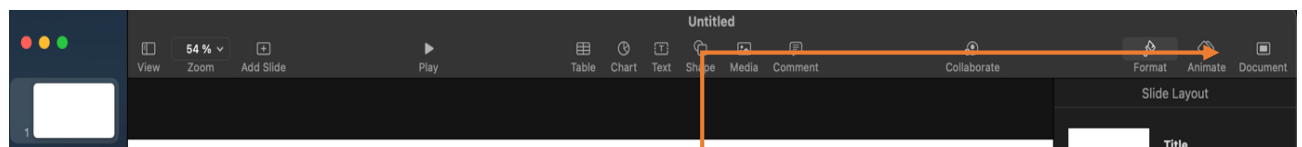



Record audio in Keynote (Mac)

9th ESPRit Conference
Periodical Formats in the Market:
Economies of Space and Time, Competition and Transfer
 Periodische Formate auf dem Markt:
 Ökonomien von Raum und Zeit, Konkurrenz und Transfer

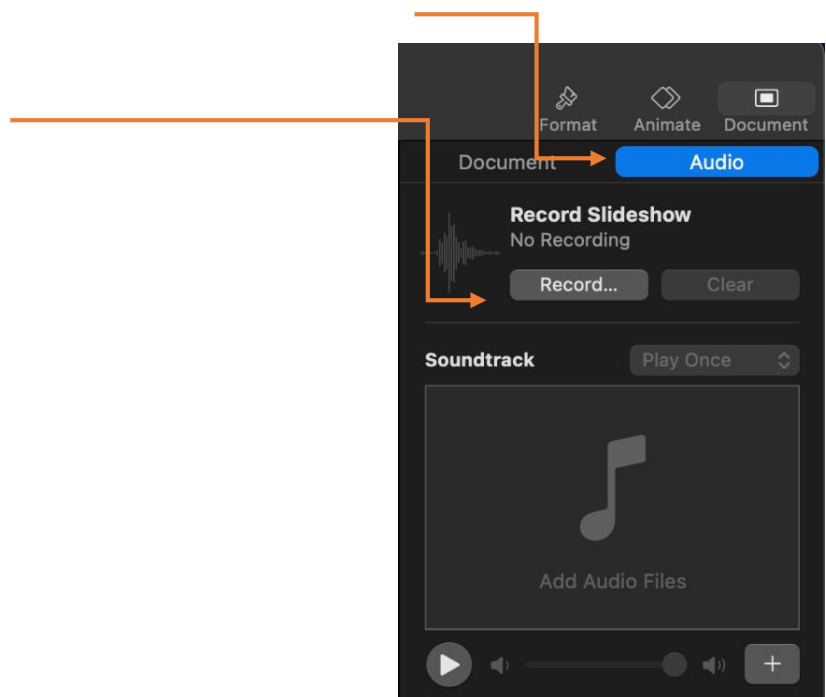
You can record audio as a voiceover narrative for an individual slide or for your entire presentation. A voiceover narration is a synchronised recording of yourself talking about each slide.

1 – Click to select the slide where you want the recording to start.

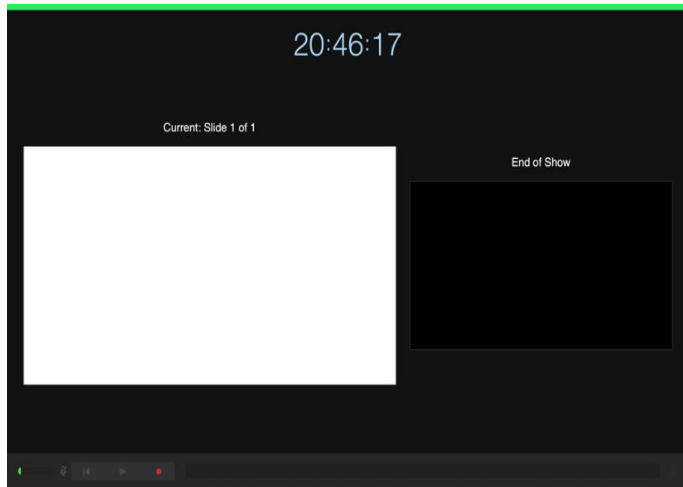



2 – Click  [document] in the toolbar, then click the Audio tab at the top of the sidebar on the right.

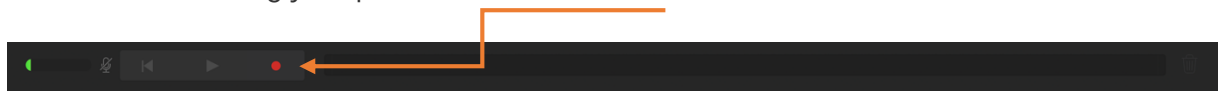
3 – Click Record in the sidebar.



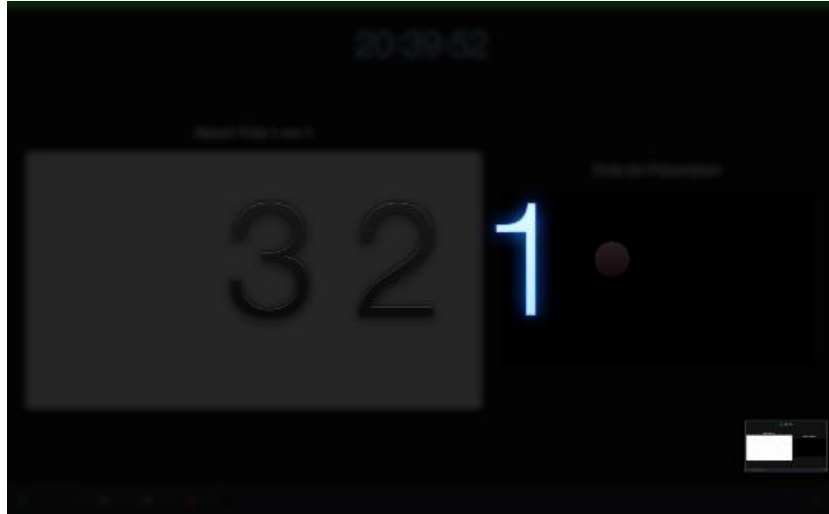
The recording window appears.



3 – To start recording your presentation, click  at the bottom of the window.




4 – The timer counts down from 3 before recording begins.



5 – Speak clearly into the microphone to begin your narration.

6 – To advance to the next slide, click the slide in the recording window, or press the Right Arrow key on your keyboard.

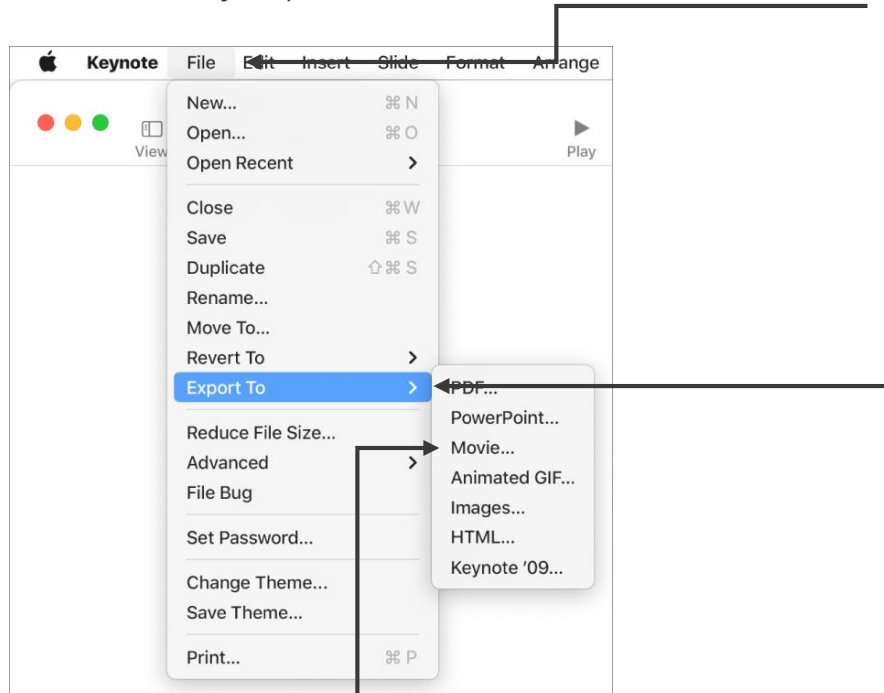
7 – You can pause the recording at any time by clicking the Pause button. Click  to resume recording.

8 – To stop recording, click ● .

9 – Press Esc (Escape) to save the recording and exit the presentation.

To listen to your narration, play your slides.

10 – To convert your presentation into a movie or video, choose “file”. Then select “export to”.



11 – Select “Movie”.

12 – Click “Next”, then type a name for the presentation (without the filename extension, such as .pdf or .ppt, which is appended to the name automatically).

13 – To choose where to save the presentation, click the “Where” - pop-up menu, choose a location, then click “Export”. This process may consume a few minutes, depending on the size of the file.

14 – After the process is finished, you'll find the finished presentation as a video at the previously selected directory.